

CITY OF MILWAUKIE

CLASSIFICATION: SIGN MAINTENANCE TECHNICIAN

Department: Public Works

FLSA Status: Nonexempt

Pay Grade: 58

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Performs moderate to complex journey level of duties in the Streets Division. Coordinates the activities of the sign shop including maintaining inventory of materials and sign database, ordering materials and supplies, fabrication, installation, and identification of signs needed for new development and existing signs and pavement markings. Operates a variety of light and heavy equipment to accomplish duties. Responds to questions from the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Tracks costs of projects performed by the sign shop.
2. Designs and fabricates city and traffic control signs on a variety of substrates to meet county, state, federal and City standards using graphic design software and sign making tools. Stays current on new and revised City codes and MUTCD standards.
3. Installs, maintains and repairs all city signs and end-of-road treatments.
4. Inspects city signs and pavement markings for replacement and implement programs bringing signage up to new or current standards.
5. Reviews traffic regulations and project plans for accuracy of installing street signs and pavement markings.
6. Maintains City database of street signs and pavement markings.
7. Prepares and maintains electronic logs and work order records of daily work activity including time, materials and equipment.
8. Collects GPS data for sign inventory and pavement markings.
9. May train others on new standards, software, products and equipment for pavement markings, sign fabrication and installation.
10. Plans, directs and trains temporary/seasonal staff as assigned.
11. Creates cost estimates, creates and maintains the sign and pavement marking inventory.
12. Send bids out to vendors on signs, materials, hardware and personal protective equipment for the sign shop.
13. Performs pavement maintenance duties and assists with pavement maintenance projects.
14. Performs assigned duties during EOC or emergency operation events.
15. Maintains positive public relations and is responsive to customer needs.
16. Maintains safe work habits and contributes to the safety of self, co-workers and the general public.
17. Performs other duties as required.

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MINIMUM QUALIFICATIONS:

Knowledge of:

- Sign making methods and materials.
- Current MUTCD regulations and requirements.
- Maintenance, installation, and repair methods and procedures used in the installation of signs, paving and pavement markings assigned area.
- Safety practices and procedures applicable to area of assignment.
- Basic traffic systems, signs, signals, pavement marking, street repair and techniques of traffic control and flagging.
- Applicable codes and requirements for assigned area.
- Computers and associated software, laptops/I-Pads, sign machine and GPS Unit.

Skills and Abilities to:

- Operate office equipment and a variety of word processing and software applications, along with the ability to understand and implement from MUTCD.
- Apply Federal, State, and local policies, procedures, laws and regulations related to MUTCD standards.
- Maintain records and databases.
- Utilize a variety of computer software programs.
- Resolve sign production problems.
- Interpret project plans, work orders and rough sketches.
- Compute labor and materials costs.
- Proofread and spell accurately.
- Understand and follow oral and written instructions.
- Be cross trained in all operations divisions to be eligible for on-call duties.
- Maintain confidentiality of data when appropriate.
- Communicate effectively.
- Establish and maintain positive working relationships.
- Work as a team member and cultivate a team climate.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Four years of experience relative to sign fabrication, installation pavement marking and street maintenance practices.
- High School diploma or GED is required.

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Licensing/Special Requirements:

- Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License; and either possess or obtain within 6 months of date of hire a CDL class A with a Tanker endorsement.
- Level I Road Scholar and MUTCD certification highly desirable.
- Have and maintain traffic control and work zone safety certification.
- Must be able to pass the City's background check.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, street sander, roller, paving equipment, wastewater equipment, GPS equipment, combination machine, hydro cleaner, air compressor and a variety of hand tools.
- Computer and printer, fax machine and copy machines; computer software including MS based word-processing, spreadsheets and data bases; telephones; cell phones, laptop devices and 2-way radios.

Supervision:

- Works under the supervision of a Public Works Supervisor and may receive direction from a Lead Utility Technician.
- Plans, directs and trains temporary/seasonal staff as assigned.
- This is not a supervisory position.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed outdoors in all weather conditions.
- Able to lift 50 pounds.
- Strenuous physical exertion may be required.
- Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however, persons in this classification are called out in emergency situations at all hours.

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The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

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| Drafted: | 9/29/11 |
| Adopted: | 9/29/11 |
| Revised: | 11/8/12 |
| Revised | 2/2018 |
| Revised | 7/17/20 |